

R4-1-453. Continuing Professional Education

(CHANGES EFFECTIVE JANUARY 1, 2009)

A. "Continuing professional education," "CPE," or "continuing education" means attendance at classes, authorship of articles, conducting or teaching courses, and self-study courses if they contribute to the maintenance and improvement of professional competence in accounting.

B. Measurement Standards. The Board shall use the following standards to measure the hours of credit given for CPE programs completed by an individual registrant.

1. A class hour shall consist of a minimum of 50 continuous minutes of instruction. CPE credit shall be given for whole class-hours only. The Board shall give 1 CPE credit hour for each class-hour of instruction.

2. Courses taken at colleges and universities apply toward the CPE requirement as follows:

a. Each semester system credit hour is worth 15 CPE credit hours,

b. Each quarter system credit hour is worth 10 CPE credit hours, and

c. Each noncredit class hour is worth 1 CPE credit hour.

3. Each correspondence program hour is worth 1 CPE credit hour.

4. Acting as a lecturer or discussion leader in a CPE program, including college courses, may be counted as CPE credit. The Board shall determine the amount of credit on the basis of actual presentation hours, and up to 1 additional hour of actual preparation time for each hour of presentation. A registrant may only claim as much preparation time as is actually spent for a presentation. Total credit earned under this subsection for service as a lecturer or discussion leader, including preparation time may not exceed 40 credit hours of the renewal period's requirement. Credit is limited to only 1 presentation of any seminar or course with no credit for repeat teaching of that course.

5. Writing and publishing articles or books that contribute to the accounting profession may be counted for a maximum of 20 hours of CPE credit during each renewal period.

a. Credit may be earned for writing accounting material not used in conjunction with a seminar, if the material addresses an audience of certified public accountants, is at least 3,000 words in length, and is published by a recognized 3rd party publisher of accounting material or a sponsor.

b. For each 3,000 words of original material written, the author may earn 2 credit hours. Multiple authors may share credit for material written.

6. A registrant may earn a combined maximum of 40 hours of CPE credit under subsections (B)(4) and (5) above during each renewal period.

7. A registrant may earn a maximum of 20 hours of CPE during each renewal period by completing introductory computer related courses. Computer related courses may qualify as management advisory services pursuant to subsection (D), if they meet the provisions of subsection (C)(1).

C. Programs Which Qualify. CPE credit may be given for a program that provides a formal course of learning at a professional level and contributes directly to the professional competence of participants.

1. Qualified programs shall:

a. Be developed by persons knowledgeable and experienced in the subject matter;

b. Provide written outlines or full text;

c. Be administered by an instructor or organization knowledgeable in the program content; and

d. Utilize teaching methods consistent with the study program.

2. Correspondence programs will qualify, if they meet the provisions above and if the sponsors maintain written records of each student's participation and records of the program outline for 3 years following the conclusion of the program.

3. Notwithstanding the foregoing, an ethics program taught or developed by an employer or co-worker of a registrant does not qualify for the ethics requirement of subsection (D)(5).

D. Hour Requirement. A registrant shall complete the CPE requirements as specified under subsections (D)(1) through (D)(9) as applicable.

1. A registrant whose last renewal period was for two years shall complete 80 hours of CPE during the two-year period immediately preceding registration renewal.

2. A registrant who has been certified for less than two years shall complete 10 hours of CPE for every three months registered before registration renewal.

3. A registrant who neither resides nor practices accounting in Arizona is required to fulfill Arizona's CPE requirements before registration renewal.

4. A registrant shall complete a minimum of 50% of the required hours in the subject areas of accounting, auditing, taxation, business law, or management advisory services with a minimum of 16 hours in the subject areas of accounting, auditing or taxation. If a

registrant has been certified for less than two years, the Board shall reduce the required hours on a prorated basis.

5. A registrant shall complete a minimum of 16 hours of the required hours in a classroom setting or through an interactive webinar during the two-year period immediately preceding registration renewal. If a registrant has been certified for less than two years, the Board shall reduce the required hours on a prorated basis.

6. A registrant shall complete four hours of CPE in the subject area of ethics during the two-year period immediately preceding registration renewal. The four hours required by this subsection shall include a minimum of one hour of each of the following subjects:

a. Ethics related to the practice of accounting including the Code of Professional Conduct of the American Institute of Certified Public Accountants; and

b. Board statutes and administrative rules.

7. A registrant who is retired, is age 60 or more, and does not perform any accounting services, whether or not participating in the profits of a public accounting entity, does not need to complete any CPE for registration renewal.

8. An applicant for reinstatement following the suspension of a certificate pursuant to A.R.S. § 32-741(C) shall complete any deficiency in CPE not to exceed 80 hours. CPE hours used to meet the reinstatement requirement may not be used to meet the CPE hour requirements for the next biennial registration. An applicant whose suspension has extended beyond the next biennial registration period shall complete the deficiency which resulted in the suspension as well as the 80 hours required for re-registration.

9. An applicant for reinstatement following the suspension of a certificate, other than that described in subsection (D)(8), shall complete the 80 hour requirement for registration. The CPE hours used to meet the reinstatement requirement may not be used to meet the CPE hour requirements for the next biennial registration. For purposes of this subsection, an applicant whose suspension was for reasons other than nonregistration and whose suspension has extended beyond 2 registration periods (4 years) is not required to report more than 160 hours of CPE.

10. The Board may grant a partial or complete exemption from the CPE requirements to an individual registrant who makes a written request in which good cause is shown. Good cause includes permanent or partial disability, illness or other physical or mental condition, military service, or financial hardship that prevented the individual registrant from completing the CPE requirements.

11. A registrant shall report total CPE hours completed during the registration renewal period. Hours that exceed the number required for the current registration renewal period may not be carried forward to a subsequent registration renewal period.

E. Reporting. An applicant for reinstatement or renewal or a registrant who is subject to an audit may provide a signed statement, certifying under penalty of perjury, that the applicant or registrant has completed the CPE requirements. This statement shall list:

1. Sponsoring organization;
2. Location of program;
3. Title of program or description of content; and
4. Dates attended.

F. CPE Record Retention. A registrant shall maintain for 3 years and provide the Board upon request the following documents: course outline, proof of attendance or participation, and written proof of completion.